

## PARTNERS Programme – Teacher/Referee Guide

In order to successfully process a student's application to the PARTNERS Programme, it must be verified by a referee. The referee should be a member of staff who is familiar with the applicant and can verify the details within the student's application.

Students select their referee upon submission of their application form. More details about the application process can be found at [ncl.ac.uk/partners](http://ncl.ac.uk/partners)

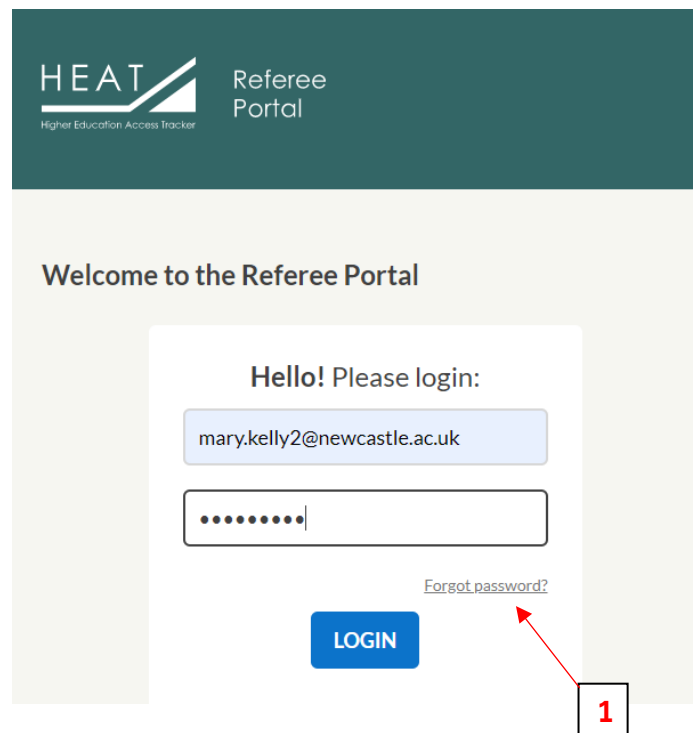
If you have been selected as a referee, please follow the guidance below to verify your student's application.

If you have any further issues or questions that are not covered in the information below, [please get in touch with us here](#) or phone us on 0191 208 6094.

### Log in to the HEAT Referee Portal

Log in to the HEAT Referee Portal via [referee.heat.ac.uk](http://referee.heat.ac.uk), using your email address and password.

If you're not sure what your password is, either click 'Forgot password?' [see 1] or [get in touch](#) and we will reset your password for you.

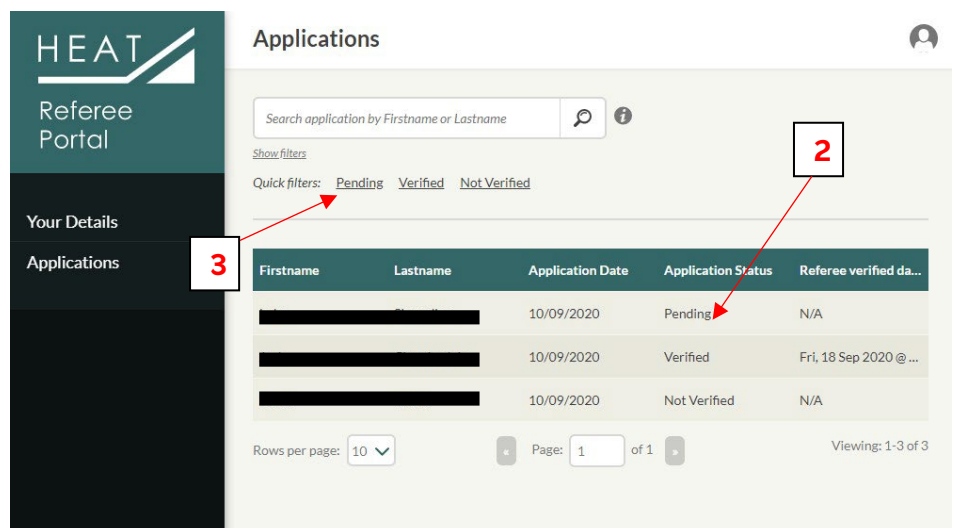


### How to Verify Your Student's Application(s)

#### Step 1

Find student applications that are pending verification [see 2]. Click the student's name to open their application.

- You can use the 'Quick filters' to find all 'Pending' applications [see 3].



## Step 2

Check that the details within the following four tabs are accurate:

- Personal Details [see 4]
- PARTNERS Eligibility [see 5]
- Further Details [see 6]
- Supporting Documents [see 7]

HEAT Referee Portal

### Event Programme Applications

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**San Meed** #00059135 **5** **6** **7**

Personal Details Gender Identity PARTNERS Eligibility Further Details Supporting Documents

INSTITUTION GROUP University of Newcastle Upon Tyne 133852 (#00022392)

UCAS PERSONAL ID 154-845-6320

## Step 3

Go to the Referee tab [see 8] and complete the Verified field [see 9] accordingly:

- If you are happy to confirm that the details from Step 2 are accurate, please select 'Verified'
- If you are not happy to confirm that the details from Step 2 are accurate, please select 'Not Verified'.
  - If you select this option, we also request that you tell us why you are not happy to verify the application by selecting the suitable option from the Not Verified Reason field.
  - We will follow this up with the applicant directly.
- If there are any personal extenuating circumstances that have affected the applicant at key educational times (for example, during study for GCSEs and A levels), please use the Referee Notes field to give details [see 10].
- Click the 'Submit Reference' button [see 11].

HEAT Referee Portal

### Event Programme Applications

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**San Meed** #030084

Personal Details PARTNERS Eligibility Further Details Supporting Documents Consent Referee

#### Eligibility for the PARTNERS 2020/21 Programme

Please select one of the two options from the 'VERIFIED' drop-down field below to indicate whether or not you are happy to verify the details of this student's application, as per the following:

- Verified = You are happy to confirm that the details contained within the application form are accurate.
- Not Verified = You are not happy to confirm that the details contained within the application form are accurate.

If you select Not Verified, please select the relevant reason from the 'NOT VERIFIED REASON' drop-down field and make any notes you consider necessary.

We do not require a full written statement, unless you consider the information to be relevant to the students application to the PARTNERS Programme. For example, if the student has experienced personal extenuating circumstances which have affected their study during key educational times, please use this field to outline the circumstances. **9**

**VERIFIED** - Please select verified/not verified - ✓ **9**

**REFeree NOTES** Information relating to individual/extenuating personal circumstances **10**

**Submit Reference** **11**